



PRINCE GEORGE'S COUNTY  
OFFICE OF CENTRAL SERVICES  
ADMINISTRATIVE SERVICES DIVISION  
RECORDS CENTER

RECEIVED  
JUL 21 1986

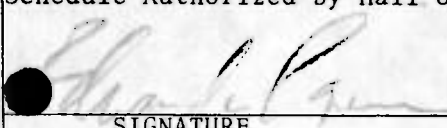

SCHEDULE NO. C-564	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 10
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Public Works and Transportation DEPARTMENT/AGENCY	Office of Engineering DIVISION
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ITEM NO.	Supersedes Schedule No. C-555 DESCRIPTION	RETENTION
1.	Permits: Files related to the issued permits (numerically coded) allowing the requiring activity in the public right of way or which may affect the right of way. Correspondence, applications, plans permits, surety and bond documents, inspection reports and final acceptance.	1. Retain in DPW&T until completion of work, acceptance and financial obligations released. Retain in storage three (3) years and destroy.
2.	Design Projects: Records of design, studies, reports related to roadways, buildings, bridges, and County facilities, correspondence, plans, specifications, scope of services, tasks orders, contract documents.	2. Retain in DPW&T until three (3) years after completion and release of contractor. Microfilm and destroy.
3.	Flood Plains: Records related to established flood plains engineering data, studies, reports, reviews and correspondence.	3. Retain in DPW&T. Reviewed and purged as new information is available.
4.	Design/Calculations: Engineering field data and calculations related to roadway, bridge, drainage projects under consideration.	4. Retain in DPW&T. Reviewed and purged as new information is provided or project is modified.

 SIGNATURE	DPW&T/William J. Monks TITLE OF DEPT/AGENCY REPRESENTATIVE	6/23/86 DATE
 SIGNATURE	County Records Manager Chief Administrative Officer	July 9, 1986 DATE

Schedule Authorized by Hall of Records Commission

 SIGNATURE	 TITLE	7/9/86 DATE
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DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager